



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



UNIT SUPERVISOR

OPEN - SPOT

4SNEM

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

SPOT EXAM FOR: SONOMA DEVELOPMENTAL CENTER

FINAL FILING DATE: CONTINUOUS FILING

Applications may be downloaded from the California Department of Human Resources website at <http://www.calhr.ca.gov>. Applications (Form STD. 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.

Applications (Form STD. 678) are available and MUST be filed in person or by mail with:

Sonoma Developmental Center
Human Resources Examination Department – Room #124
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the 'Application for Examination'. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

QUALIFICATIONS APPRAISAL: It is anticipated that interviews will be held during January/February 2015.

SALARY RANGE: Range S: \$6,658 - \$7,230 per month

WHO MAY APPLY:

This is an Open Examination for the Department of Developmental Services, Sonoma Developmental Center. Anyone meeting the minimum qualifications for this examination is eligible to apply.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: Applicants must submit copy of license with their application. All applicants must meet the education and/or experience requirements for this examination by the final filing date indicated.

IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' I, 'or' II, 'or' III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

Possession of a valid license to practice as a Registered Nurse issued by the California Board of Registered Nurses.

Or II

Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners

and

One year of experience performing the duties of a nursing classification comparable in level of responsibility to a Registered Nurse, Range T, or Senior Psychiatric Technician in the direction of The nursing services for a California state hospital level-of-care unit during a shift.

THE POSITION:

Under direction in a State hospital, to administer the routine nursing services of a unit for mentally or developmentally disabled persons; coordinate the work of a unit and work as a liaison between unit staff on different shifts; and train and develops shift supervisors and instruct level-of-care nursing personnel in nursing, habilitation, and rehabilitation techniques for mentally or developmentally disabled clients; and to do other related work.

EXAMINATION INFORMATION:

This Examination will consist of a Qualifications Appraisal Interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

Qualifications Appraisal – Weighted 100%

Scope: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Fundamental nursing care and pharmacology.
2. Legal aspects of client care.
3. General psychiatric nursing theory and practice.
4. Techniques in the care and treatment of mentally or developmentally disabled persons.
5. Principles and practices of ward or unit management.
6. Principles and techniques of effective supervision.
7. The manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Supervise the work of level-of-care personnel.
2. Establish cooperative working relationships between various disciplines.
3. Manage a State hospital level-of-care unit.
4. Follow directions.
5. Analyze situations accurately and take prompt, effective action.

SEE REVERSE FOR ADDITIONAL INFORMATION

6. Keep records.
7. Develop clear and concise reports.
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST INFORMATION:

An eligible list will be established for Sonoma Developmental Center only. Eligibility expires 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

DRUG TESTING REQUIREMENT:

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

BACKGROUND INVESTIGATION:

Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background

investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form Std. 678 that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual suitability for employment.

VETERANS PREFERENCE CREDIT:

Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Sonoma Developmental Center Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Developmental Services' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

THE STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

EXAMINATION LOCATIONS: Locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board offices.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and depth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test. 2) Completion of 12 semester units of college level work. 3) Certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school. or 4) For clerical and accounting classes, substitution of Business College work in place of high school on a year-for-year basis.

FAIRVIEW
DEVELOPMENTAL CENTER
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5246

LANTERMAN
DEVELOPMENTAL CENTER
3530 Pomona Boulevard
Pomona, CA 91768
Public: (909) 595-1221
TDD: (909) 595-3971

PORTERVILLE
DEVELOPMENTAL CENTER
26501 Avenue 140
Porterville, CA 93258
Public: (209) 782-2087
TDD: (209) 781-7822

SONOMA
DEVELOPMENTAL CENTER
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6811
TDD: (707) 938-6200